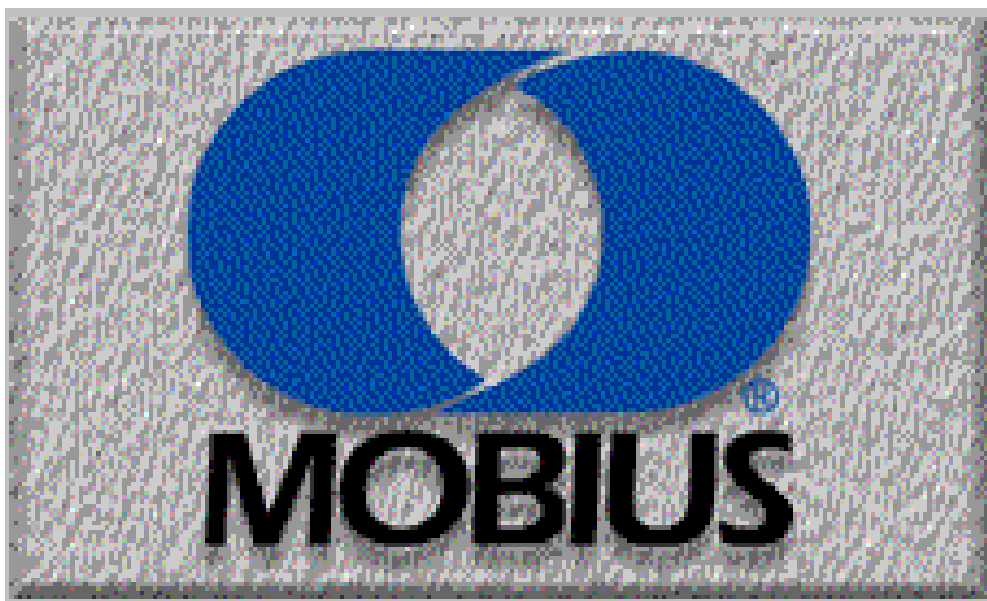


DocumentDirect 2.3

Policy Instructions



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2002

DTI

DocumentDirect 2.3 Policy Instructions

There are currently statewide policies that will allow you to download reports in Microsoft Excel or other formats.

Examples of reports are:

F25R1405 – Daily Validity Balance

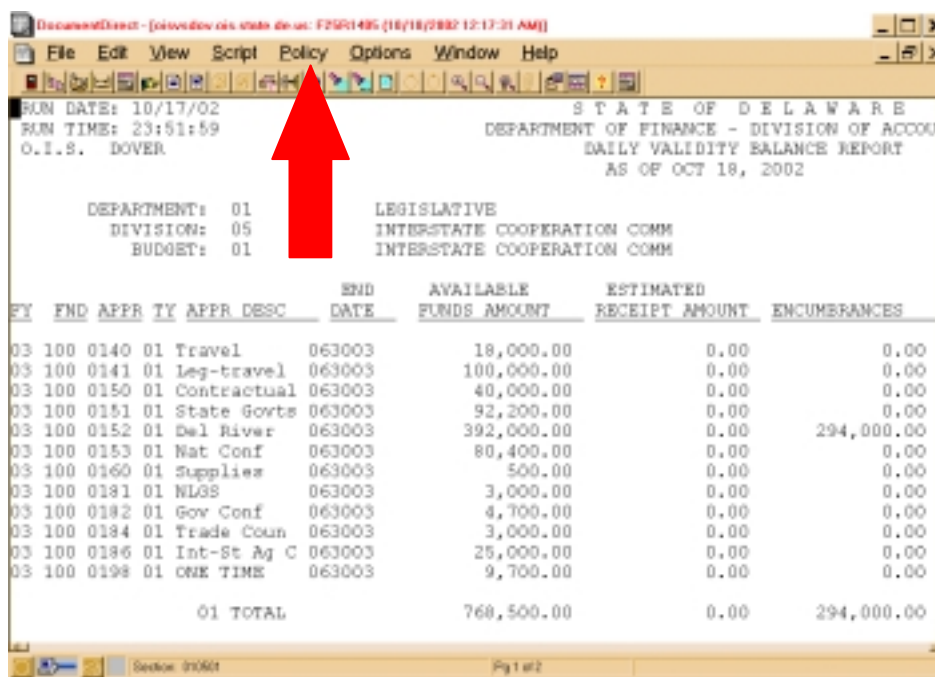
F25R1505 – Statement of Available Funds

F25R2005 – Transaction Processed

Perform the following commands:

Step 1: Open one of the selected reports in DocumentDirect.

Click on **Policy**.



DocumentDirect - [provider.cis.state.de.us: F25R1405 (10/18/2002 12:17:31 AM)]

File Edit View Script **Policy** Options Window Help

RUN DATE: 10/17/02
RUN TIME: 23:51:59
O.I.S. DOVER

STATE OF DELAWARE
DEPARTMENT OF FINANCE - DIVISION OF ACCOUNTS
DAILY VALIDITY BALANCE REPORT
AS OF OCT 18, 2002

DEPARTMENT: 01 LEGISLATIVE
DIVISION: 05 INTERSTATE COOPERATION COMM
BUDGET: 01 INTERSTATE COOPERATION COMM

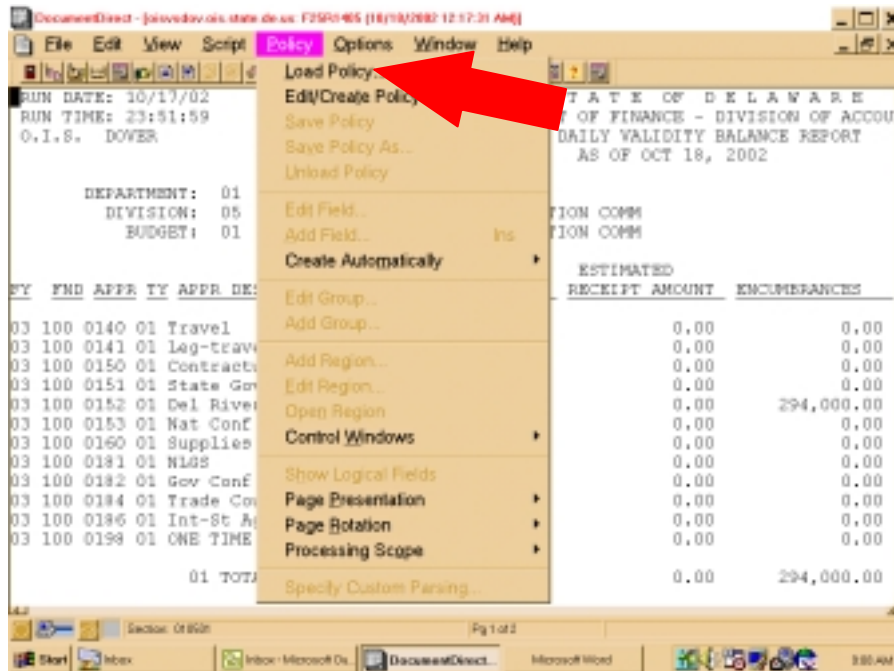
FY	FND	APPR	TY	APPR	DESC	END DATE	AVAILABLE FUNDS AMOUNT	ESTIMATED RECEIPT AMOUNT	ENCUMBRANCES
03	100	0140	01		Travel	063003	18,000.00	0.00	0.00
03	100	0141	01		Leg-travel	063003	100,000.00	0.00	0.00
03	100	0150	01		Contractual	063003	40,000.00	0.00	0.00
03	100	0151	01		State Govts	063003	92,200.00	0.00	0.00
03	100	0152	01		Del River	063003	392,000.00	0.00	294,000.00
03	100	0153	01		Nat Conf	063003	80,400.00	0.00	0.00
03	100	0160	01		Supplies	063003	500.00	0.00	0.00
03	100	0181	01		NLGS	063003	3,000.00	0.00	0.00
03	100	0182	01		Gov Conf	063003	4,700.00	0.00	0.00
03	100	0184	01		Trade Coun	063003	3,000.00	0.00	0.00
03	100	0186	01		Int-St Ag C	063003	25,000.00	0.00	0.00
03	100	0198	01		ONE TIME	063003	9,700.00	0.00	0.00
01 TOTAL							768,500.00	0.00	294,000.00

Section: 01/01/01 Pg 1 of 2

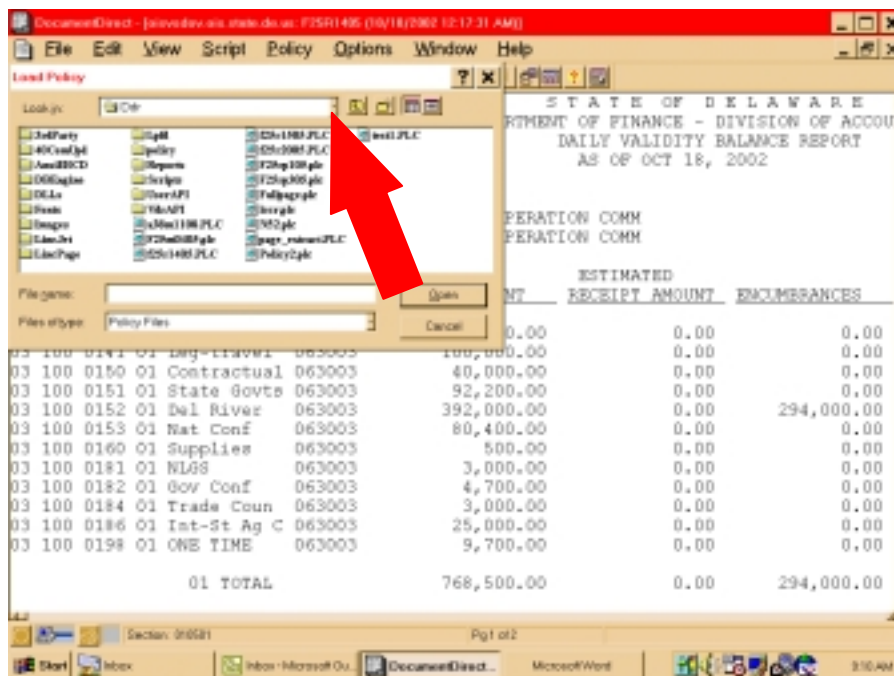
DTI

DocumentDirect 2.3 Policy Instructions

Click on Load Policy.



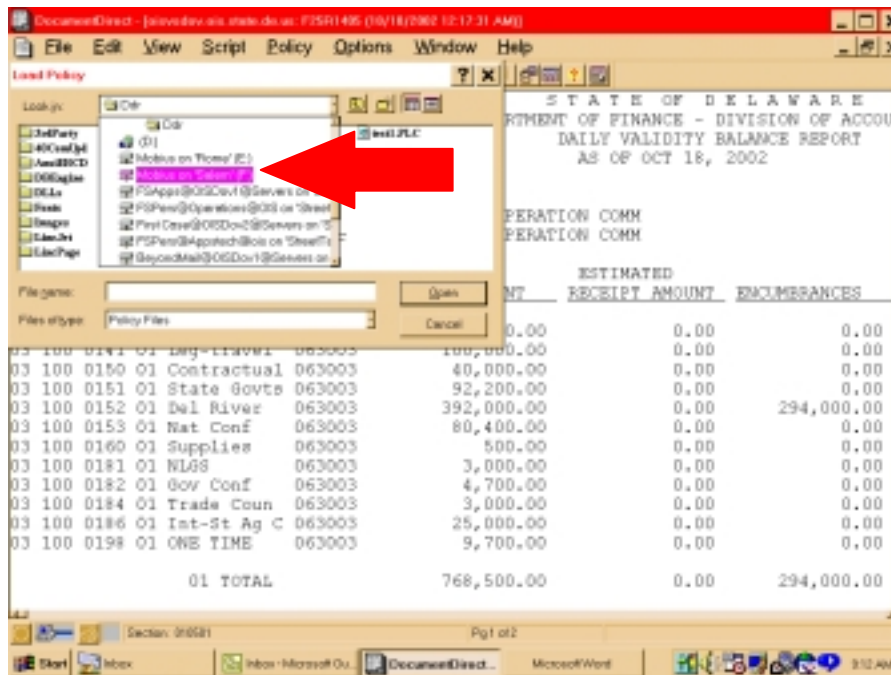
Click on arrow for drop-down menu



DTI DocumentDirect 2.3 Policy Instructions

Windows 95/98

Double click **Mobius** on ‘Salem’.



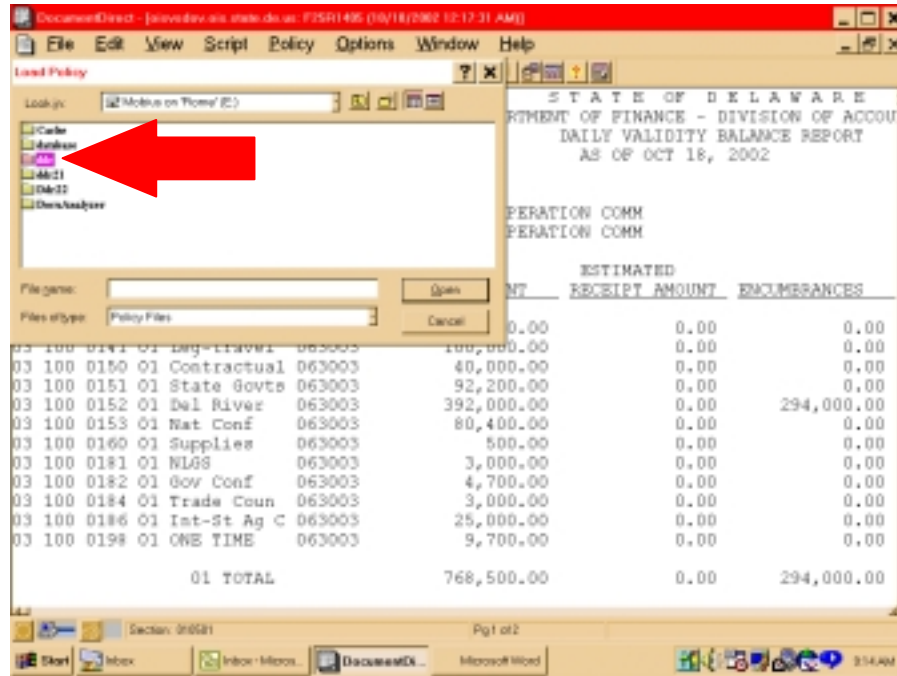
Windows 2000

Double click on **172.16.15.102**.

DTI

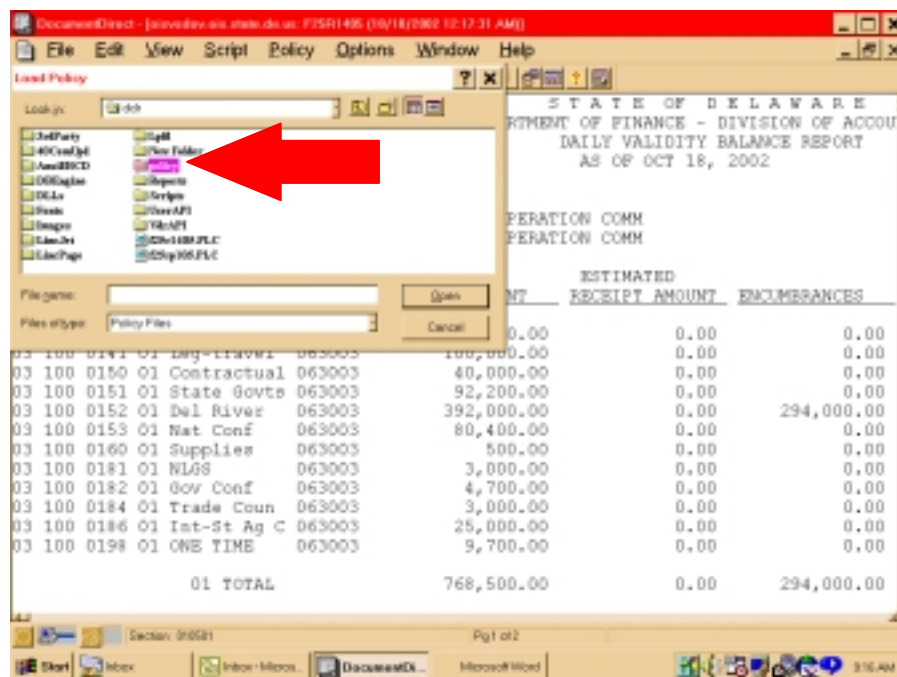
DocumentDirect 2.3 Policy Instructions

Double click **ddr**.



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DocumentDirect 2.3 Policy Instructions

Double click **policy**.

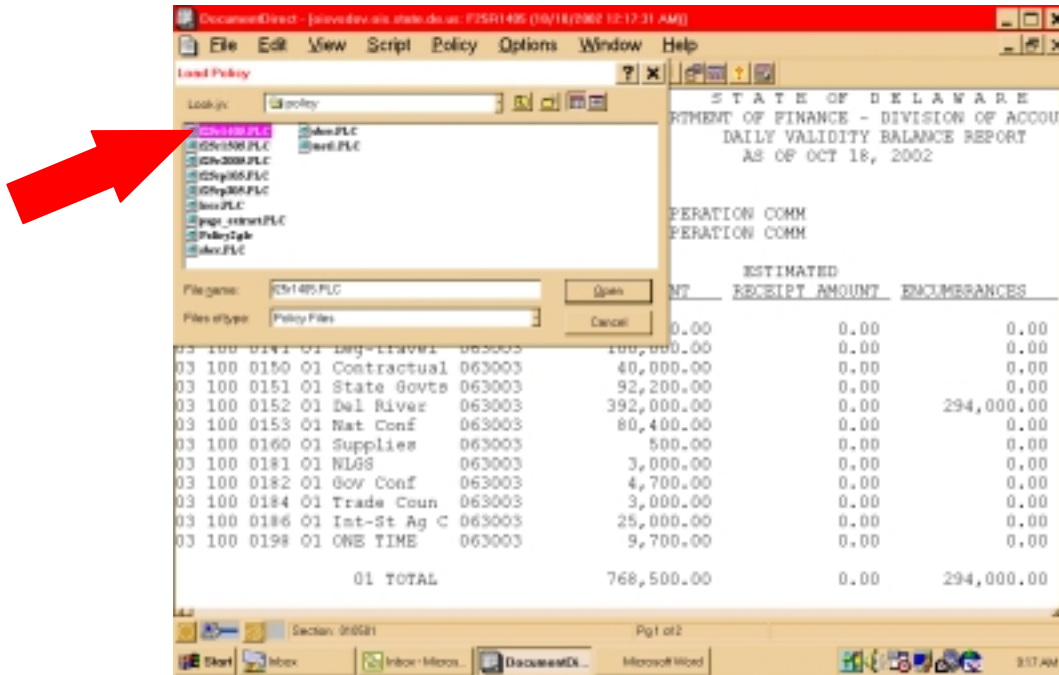


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DocumentDirect 2.3 Policy Instructions

Double click on the Policy you are using.

NOTE: Policy is the same as the Report ID.



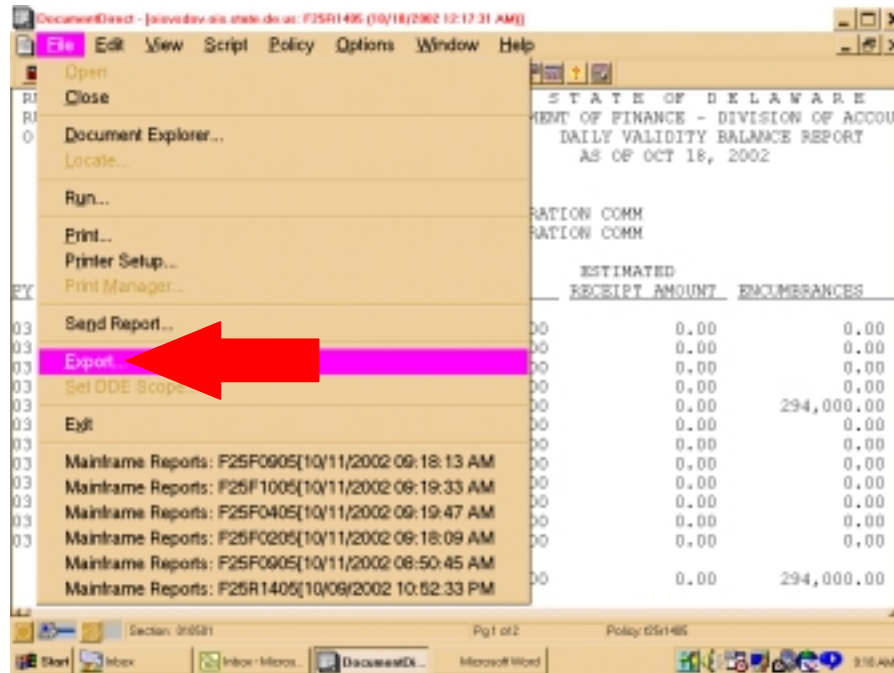
Policy is now loaded.

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DocumentDirect 2.3 Policy Instructions

Click on **File**.

Select **Export**.

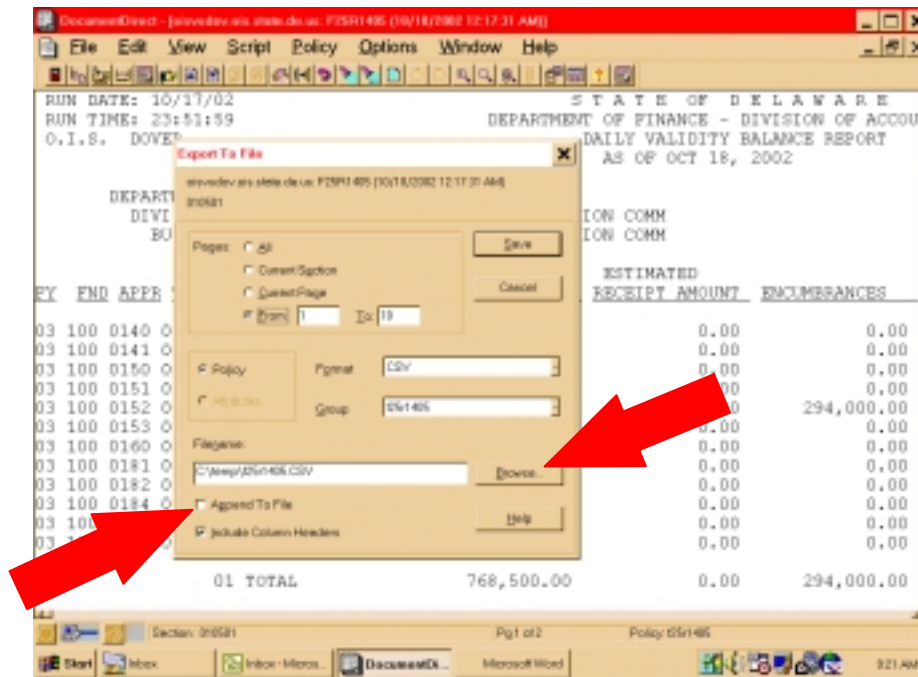


DTI DocumentDirect 2.3 Policy Instructions

Click on **Browse...** button to select where you want the file to go.

Example: File will be exported to:

C:\temp\25r1405.CSV

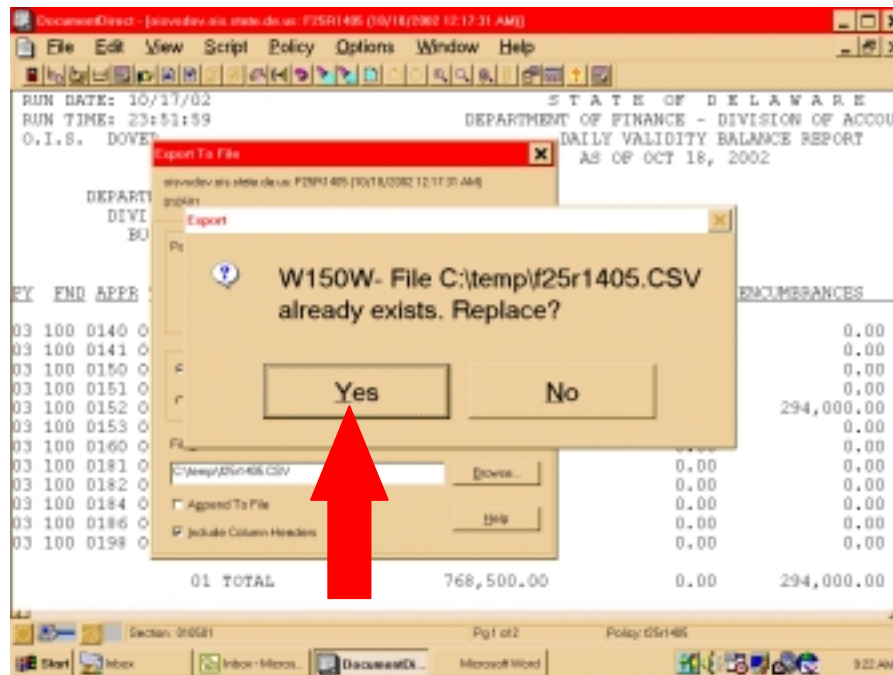


If you are adding data into an existing file and you want to keep all data, make sure you have checked the box **Append To File**.

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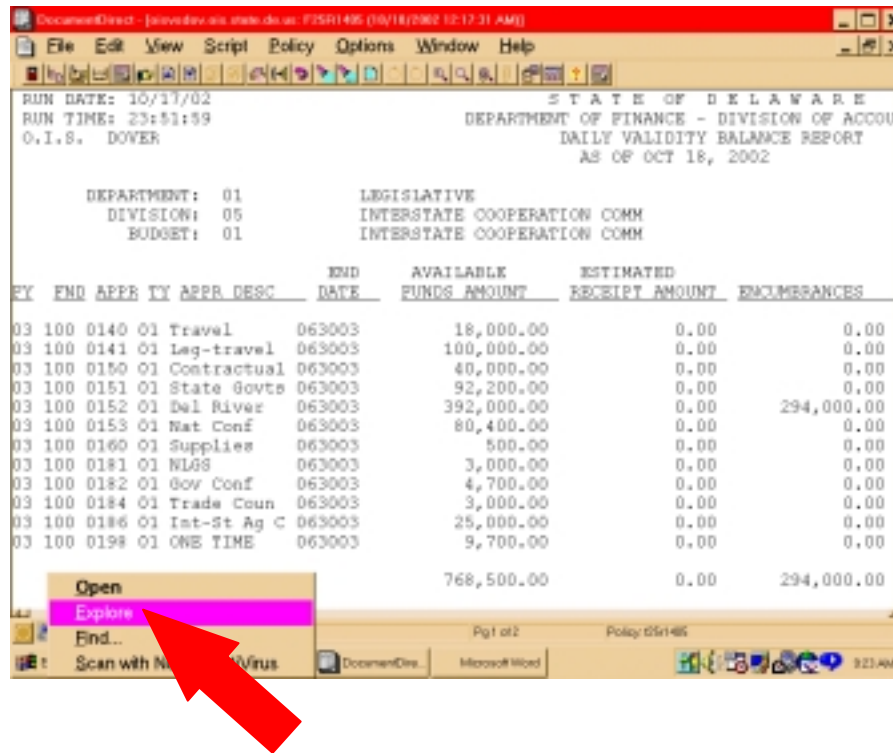
If you did not check the Append To File, answer Yes to the following message.



**"File already exists?" appears only if the name was used prior.
If not, "SAVE" should be clicked on the export window.**

DTI DocumentDirect 2.3 Policy Instructions

RIGHT click on the **Start** button and select **Explore**.



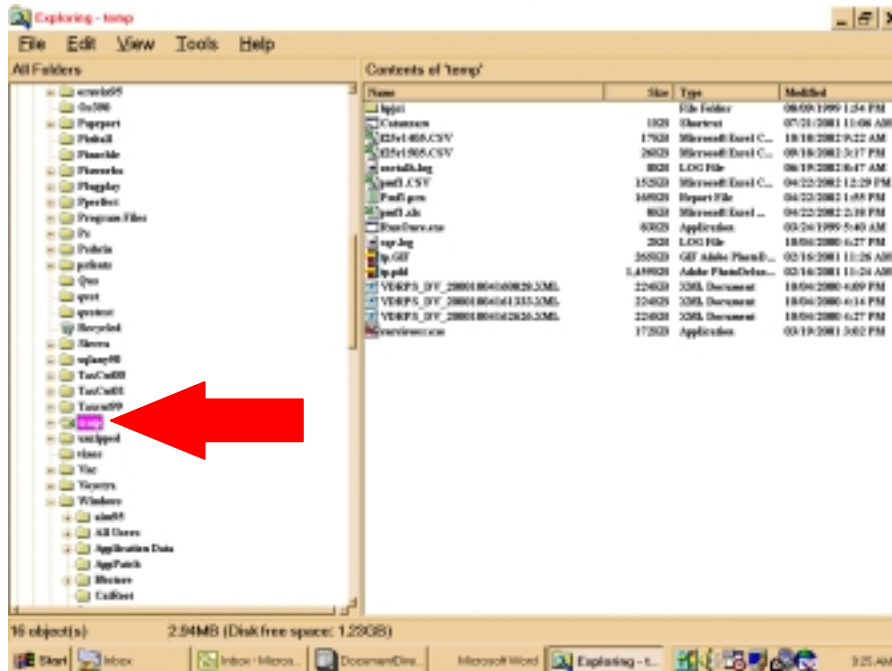
DTI

DocumentDirect 2.3 Policy Instructions

Navigate until you find the **drive** and **folder** where you save the exported file.

Open folder.

EXAMPLE:



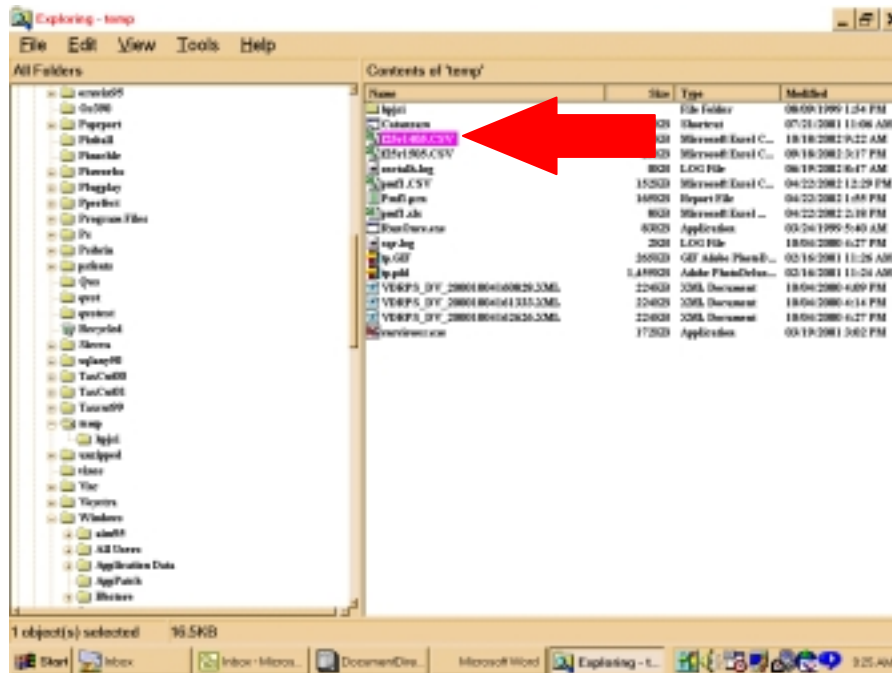
DTI

DocumentDirect 2.3 Policy Instructions

Locate the exported file.

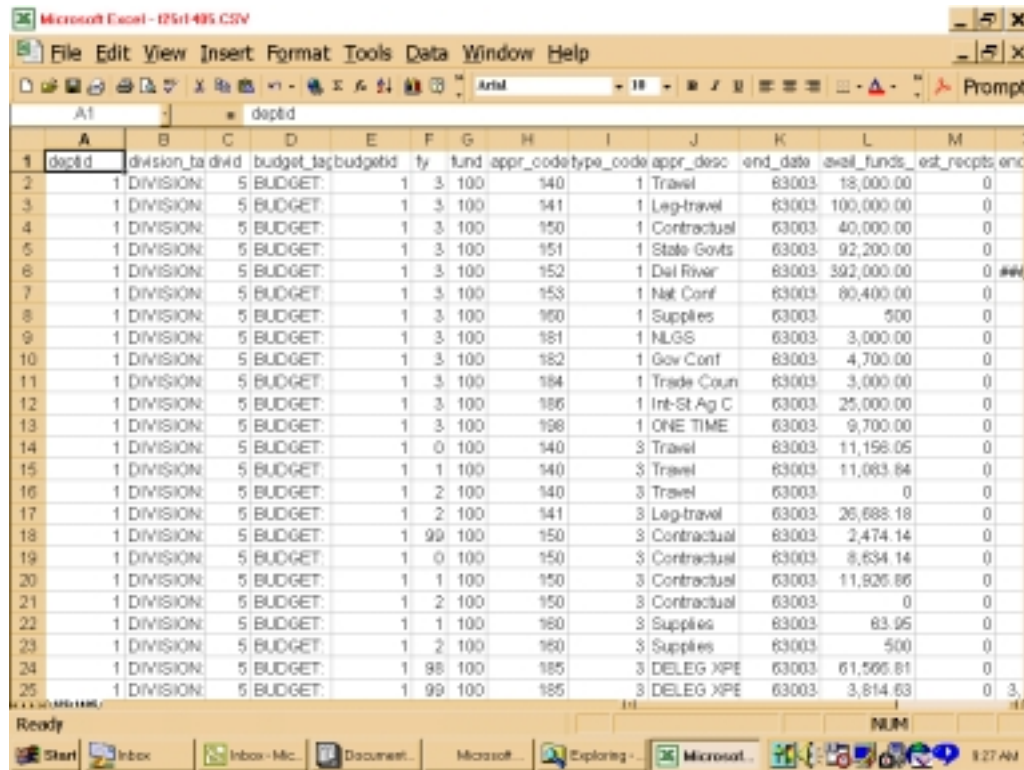
Double click on the file.

EXAMPLE:



DTI DocumentDirect 2.3 Policy Instructions

The exported report will open as an Excel spreadsheet or other



1	deptid	division	budget	ty	fund	appr_code	type_code	appr_desc	end_date	avail_funds	est_recpts	enc
2	1	DIVISION:	5 BUDGET:	1	3	100	140	1 Travel	63003	18,000.00	0	
3	1	DIVISION:	5 BUDGET:	1	3	100	141	1 Leg-travel	63003	100,000.00	0	
4	1	DIVISION:	5 BUDGET:	1	3	100	150	1 Contractual	63003	40,000.00	0	
5	1	DIVISION:	5 BUDGET:	1	3	100	151	1 State Govts	63003	92,200.00	0	
6	1	DIVISION:	5 BUDGET:	1	3	100	152	1 Dal River	63003	392,000.00	0	##
7	1	DIVISION:	5 BUDGET:	1	3	100	153	1 Nat Conf	63003	80,400.00	0	
8	1	DIVISION:	5 BUDGET:	1	3	100	160	1 Supplies	63003	500	0	
9	1	DIVISION:	5 BUDGET:	1	3	100	181	1 NLGS	63003	3,000.00	0	
10	1	DIVISION:	5 BUDGET:	1	3	100	182	1 Gov Conf	63003	4,700.00	0	
11	1	DIVISION:	5 BUDGET:	1	3	100	184	1 Trade Coun	63003	3,000.00	0	
12	1	DIVISION:	5 BUDGET:	1	3	100	186	1 Int-St Ag C	63003	25,000.00	0	
13	1	DIVISION:	5 BUDGET:	1	3	100	198	1 ONE TIME	63003	9,700.00	0	
14	1	DIVISION:	5 BUDGET:	1	0	100	140	3 Travel	63003	11,158.05	0	
15	1	DIVISION:	5 BUDGET:	1	1	100	140	3 Travel	63003	11,063.84	0	
16	1	DIVISION:	5 BUDGET:	1	2	100	140	3 Travel	63003	0	0	
17	1	DIVISION:	5 BUDGET:	1	2	100	141	3 Leg-travel	63003	26,688.18	0	
18	1	DIVISION:	5 BUDGET:	1	99	100	150	3 Contractual	63003	2,474.14	0	
19	1	DIVISION:	5 BUDGET:	1	0	100	150	3 Contractual	63003	8,634.14	0	
20	1	DIVISION:	5 BUDGET:	1	1	100	150	3 Contractual	63003	11,826.86	0	
21	1	DIVISION:	5 BUDGET:	1	2	100	150	3 Contractual	63003	0	0	
22	1	DIVISION:	5 BUDGET:	1	1	100	160	3 Supplies	63003	83.95	0	
23	1	DIVISION:	5 BUDGET:	1	2	100	160	3 Supplies	63003	500	0	
24	1	DIVISION:	5 BUDGET:	1	88	100	185	3 DELEG XPE	63003	61,566.81	0	
25	1	DIVISION:	5 BUDGET:	1	99	100	185	3 DELEG XPE	63003	3,814.63	0	3

format.

Any questions?

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OR

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